



## FACADE IMPROVEMENT PROGRAM



## PROGRAM POLICIES AND PROCEDURES

### Summary

The Facade Improvement Program is designed to enhance the visual aesthetics of Wichita's downtown and revitalization areas and provide an incentive for small businesses to invest in their property. Very low cost loan financing combined with a forgiveness provision for a portion of the loan makes an attractive financing package for owners or tenants seeking to renovate or restore building facades.

### What is the Facade Improvement Program?

The program provides very low cost financing (based on market conditions) over a fifteen-year period to renovate or restore a visible facade. For non high-rise buildings, the City assistance also includes a five-year forgivable loan up to 25% of the project cost, if the owner maintains the facade. The maximum City of Wichita assistance (forgivable loan) is \$10,000 (or 25% of the total project cost, whichever is lower) for one facade. Up to \$30,000 (or 25% of total project costs, whichever is lower) is available for a corner building with two visible facades. The owner finances the remaining 75% of the facade improvement through a fifteen-year special assessment against the real property. The property owner must sign the special assessment petition and the facade easement conveying the facade to the City of Wichita during the term of the special assessment financing. When the loan is repaid, the facade easement will be released.

### HIGH-RISE BUILDING REQUIREMENTS

- The high-rise facility must be more than three stories in height.
- No forgivable loan will be permitted.
- The project must include significant private investment (other than the Facade loan) in an amount equal to or greater than the amount financed by the Facade Improvement Program within 12 months of the date the Facade loan is approved.
- Assistance beyond two sides of the building may be approved if circumstances warrant.
- All work must be accomplished using private contractors through competitive bidding from at least three qualified companies pre-approved by the City of Wichita.

### Who can apply for financing?

Any builder owner or tenant with lease authority and approval of the owner may apply for funding. The building must be **located within approved areas** (see map). Owner cannot be delinquent on any current City charges, taxes or assessments or have defaulted on any previous City assistance.

**What is the target area?**

Buildings with frontages in ***on arterial streets in select commercial corridors and adopted*** neighborhood plan areas are eligible (see map below). Those neighborhoods include:

- Downtown Self-Supporting Municipal Improvement District (SSMID)
- Center City
- Delano Neighborhood Revitalization Plan
- 21<sup>st</sup> St. North Corridor Redevelopment (International Marketplace)
- South Central Neighborhood Plan (South Broadway area)
- Historic Midtown Neighborhood Plan
- McAdams Neighborhood Revitalization Plan
- Central Northeast Area Plan

The City Council will also have the option for a case-by-case review of individual blighted properties located outside of the target areas.

**What types of improvements are eligible?**

Permanent exterior improvements, including:

Masonry repairs and tuckpointing

Repair/replace/preserve historically significant architectural details

Storefront reconstruction back to original basis

Cornice repair

Power washing (subject to approval by historic preservation officer)

Exterior painting and stucco

Awnings and canopies

Window and door repair or replacement

Permanent exterior signage integrated into the storefront design

Exterior lighting

Repair/replacement of gutters and downspouts

Facade building code items

Visible roof repairs in conjunction with structural improvements

Public art

Utility/trash enclosures

Planter boxes

Street furniture

Litter bins

Sidewalks

Decorative fencing

Decking and stairs

Architectural, engineering or design fees

Conversion of use on a case by case basis

**What items are not eligible?**

Generally, the following items are not eligible:

Landscaping

Non-visible roofing

Attached, hanging or projecting signs unrelated to the architecture of the building

Mechanical equipment enclosures (non-visible)

Parking lots

Billboards

Interior renovation

Temporary, portable or non-permanent improvements

Non-visible or side (unless on a street) and rear facades

New construction

Property acquisition

Expansion of building area

Working capital

Refinance of existing debt  
Improvements in progress or completed prior to loan/grant approval  
Loans for speculative purposes  
Single family residential properties

#### **Are there any design guidelines?**

All Facade Improvement Program projects must be reviewed and receive approval by representatives of the Historic Preservation Board and the City Design Council prior to approval of the loan or issuance of a building permit. Where historic structures are involved, review by the Historic Preservation Board is required prior to start of construction. ***This includes properties located within a historic district and any property within 500 feet of a listed historic property (environs).*** All construction must comply with City code. All construction must conform to the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG).

#### **What other requirements are there?**

- Requires competitive bidding for facade renovation work.
- Requires the use of professional design assistance (including providing elevations and renderings).
- Project must result in visible improvement of overall facade (e.g. not just sign replacement). Borrower agrees to maintain the facade for a minimum of 15 years.
- Loans will be offered on a one-time basis unless a phased project receives prior approval.
- Owner shall convey a 15-year facade easement to the City of Wichita before the start of construction.
- All approved projects must be completed within six months (180 days) of approval of the application.

**Where do I apply?** Applications are available in the Department of Public Works, Engineering Office, 7<sup>th</sup> Floor, City Hall, 455 North Main. The contact person is Bill Morris, Administrative Services, (316) 268- 4548, and [wmorris@wichita.gov](mailto:wmorris@wichita.gov). Application forms are also available online at the City of Wichita web site: [www.wichitagov.org](http://www.wichitagov.org).

#### **What is the process?**

- Step 1:** Meet with appropriate City staff to review your preliminary design, expected time lines and next steps. This may include the Department of Public Works, Office of Central Inspection and the Metropolitan Area Planning Department.
- Step 2:** Finalize the renovation plans. This step should include consultation with an architect or engineer to discuss improvements and alterations to the building exterior.
- Step 3:** Obtain a complete preliminary cost estimate from a licensed contractor which covers the work to be accomplished.
- Step 4:** Submit a completed Facade Improvement Program application form to: Bill Morris, Administrative Services, Department of Public Works, 7<sup>th</sup> Floor, City Hall, 455 North Main, Wichita, Kansas 67202. Include a completed Facade Easement form with application.
- Step 5:** City formally reviews the application. Approval by representatives of the City Design Council, Historic Preservation Board (as appropriate), and Department of Finance.
- Step 6:** Approval by City Council.
- Step 7:** Public Works notifies the applicant of approval and any pertinent requirements. The applicant has six months (180) days from the date of application approval to

complete the project. If there is no activity during this time, the application approval will expire and any City funding will be released for other applications.

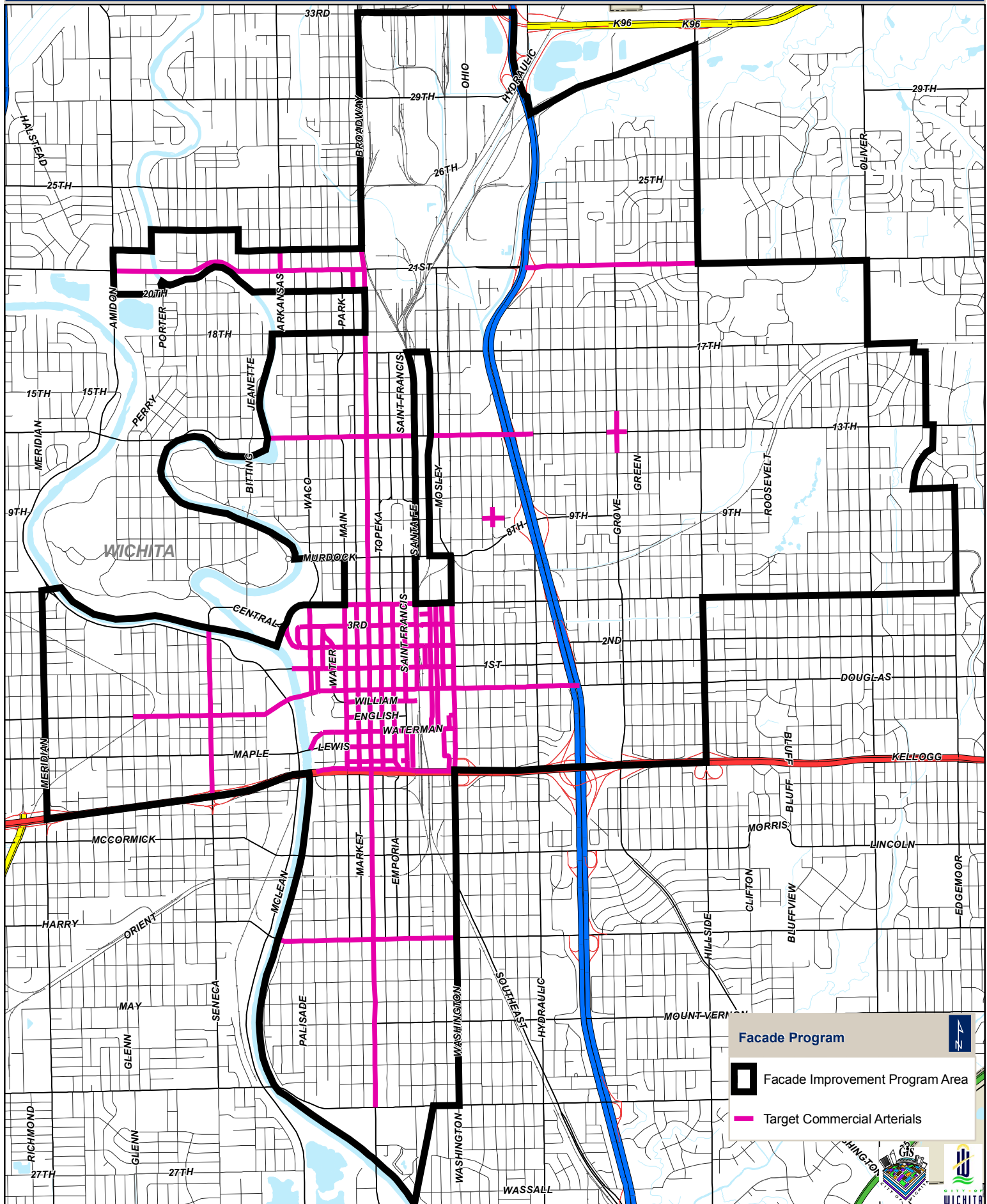
- Step 8:** Initiate competitive bidding for facade work. Obtain building permit and planning permits (as applicable). Submit copies of permit and competitive bidding to Bill Morris in Public Works. Applicant commences improvements.
- Step 9:** Applicant submits construction progress payment to the Department of Public Works. If the progress payment is approved, the City will pay the progress payment to the applicant within 20 days of approval.
- Step 10:** Applicant submits proof of final expenses to Bill Morris in Public Works. Public Works processes applicant final reimbursement and issues a Statement of Final Project Cost.
- Step 11:** Special Assessment payments will appear on the Sedgwick County Property Tax Statements starting with the next tax statement (following year).

**Are there companion programs that I may also be eligible for?**

Applicants may wish to review the following programs:

NRA Tax Rebate Program	Economic Development Office 12 <sup>th</sup> Floor City Hall 455 North Main Wichita, Kansas 67202 (316) 268-4524 Lisa Jones, Industrial Analyst ljones@wichita.gov
State and Federal Rehabilitation Tax Credits	Kansas State Historical Society 6425 SW Sixth Avenue Topeka, Kansas 66615-1099 (785) 272-8681 ext. 226 Katrina Klingaman kklingaman@kshs.org
Building Permit Fee Waiver	Office of Central Inspection 7 <sup>th</sup> Floor City Hall 455 North Main Wichita, Kansas 67202 (316) 268-4460 Kurt Schroeder, Superintendent kschroeder@wichita.gov
Historic Revolving Loan Program	Preservation Office 10 <sup>th</sup> Floor City Hall 455 North Main Wichita, Kansas 67202 (316) 268-4392 Cathy Morgan, Senior Planner-Historic Preservation kmorgan@wichita.gov

# TARGET COMMERCIAL ARTERIAL SEGMENTS - FACADE PROGRAM



## Facade Program

 Facade Improvement Program Area

 Target Commercial Arterials

0 0.25 0.5 1 1.5 Miles

Software: ArcGIS Ver. 9.1  
Hardware: Dell Xeon  
Printer: HP 5000PS  
Map Data Source:  
Road centerlines provided by City of Wichita GIS and Sedgewick County GIS.  
2003 Aerial Photographs  
Thursday, July 20, 2006 3:51:31 PM  
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It is understood that while the City of Wichita Data Center Geographical Information Systems Department have no indication and reason to believe that there are inaccuracies in information incorporated in the base map, the Data Center-GIS personnel make no warranty or representation, either expressed or implied, with respect to the information, or data displayed.  
Note: Public property represented on this map is not intended to be inclusive.

